



JOB DESCRIPTION	
Position Title:	AfterSchool Recreation Program Staff
Supervisor:	AfterSchool Recreation Program Coordinator
Revision Date:	6/3/2021
Classification:	Non-Exempt /10 month
Department:	Staff

POSITION SCOPE: The AfterSchool Recreation Program Staff is responsible for supporting the implementation of the After School recreation program provided to students from 3 pm to 5:45 pm Monday to Thursday and 2 pm to 5:45 pm on Fridays.

ESSENTIAL DUTIES:

Responsibilities

- Engage students in activities that promote social and emotional learning, intellectual and physical development
- Ensure program is inclusive of DHH students
- Assist proactively with playground supervision
- Report and document incidents of conflict or injury/illness to the Coordinator

Other duties as assigned by the AfterSchool Recreation Program Coordinator and the Director of Teaching and Learning.

PREREQUISITE KNOWLEDGE, SKILLS, AND EDUCATION:

- Possess a positive, engaging, adaptable mindset to support working in an ever-evolving environment
- Knowledge of child development
- Ability to work and communicate effectively and cohesively in a team situation
- First aid and CPR certification
- Strong written and verbal communication skills
- Proficiency with Mac computers, standard office computer programs and internet use

PHYSICAL AND MENTAL REQUIREMENTS:

- Standing and sitting for extended periods of time
- Ability to squat, bend and reach safely
- Ability to work outdoors with no temperature control
- Correctable vision and hearing.

This job description is not intended to be all-inclusive and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor and other school administration as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Echo Horizon School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.

Echo Horizon School is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.